



Basic instructions for external carriers of truck transport in company Silike keramika, spol. s.r.o

AUTHORIZATION TO ENTRY

1. The driver of the vehicle will drive the truck in front of the gatehouse along the sidewalk **P1** , then report to the gatehouse. If it is possible to load the car immediately, the driver will drive to the premises and arrange the necessary documents. If the loading is occupied, the dispatcher or the concierge employee will guide the truck driver to the place to wait, see the map **P2**, where he can wait for loading. After that, the security employee will ask him to load. He proceeds further according to instructions employees of the company and employees company ensuring protection and security guard working.
2. After telephone agreement with responsible employee driver,he leaves on agreed upon place, where he will wait for the arrival of the responsible employee who will accompany him to the designated place for loading and unloading. At this point, the driver stops the vehicle, i.e. secures it against unwanted movement, switches off the engine and familiarizes himself with the loading or unloading procedure.

EVALUATION POSSIBLE RISK

1. Danger collision:
 - with motorized and forklifts cars.
 - with personal and cargo vehicles.
 - with pedestrians.
 - with special ones vehicles.
 - in the case aggravated visibility and non-standard operation must driver gain help employees, who him guides
 - with electro mechanical barrier
 - at reversing
2. Loading and unloading – general risks:
 - collision, squeeze defeated material, eventual swipe loading mechanisms.
 - falling worker, falls of loading ramps.
 - at entry on loading platform cargo vehicles can cause to fall the driver
 - sliding loading material.
 - fire (freight car or material), fire objects.
3. Risks connected with toxic or dangerous materials:
 - escape chemical substances and preparations, poisonous or flammable product.
 - fire, explosion.
 - pollution.



SAFETY INSTRUCTIONS

1. A person who, due to age or reduced physical or mental abilities, may not participate in traffic on the roads in the area endanger the safety of this operation.

2. Drive vehicle can only person, which is sufficiently bodily and intellectually eligible to management vehicle, controls the driving of the vehicle and road traffic regulations to the extent necessary and holds the relevant driver's license.

3. Each party operation on ground communications is obliged to:

- to behave respectfully and disciplinedly, so that his actions do not endanger the life, health or property of other persons or his own, so as not to damage the environment,
- to adapt their behavior especially to the construction and traffic technical condition of the road, weather conditions conditions, the situation in operation and on ground communications, my own abilities and your state of health,
- obey light and possibly also accompanying acoustic signals, traffic signs, traffic devices and devices for operational information,
- to observe and respect verbal and written orders and prohibitions, as well as prohibitions, orders, information and warnings communicated in the form of safety signs, traffic lights, sound and light signals.

4. It is forbidden:

- bring in on workplace and to premises any objects, as they are guns, use in premises any cameras, video technology and other things of a similar nature.
- persons are forbidden bring in to object any alcoholic drinks and other addictive substances.
- ride and wear off vehicles in space defined for movement pedestrians.

5. Persons they are compulsory:

- Not to consume alcoholic beverages and other addictive substances and possibly undergo an examination to see if they are under the influence of alcohol or other addictive substances,
 - observe all safety instructions, prohibitions and informative markings,
 - to enter to operational objects only with personal protective working equipment
- during all road traffic operations in the premises as all road users must comply with the relevant provisions of Act no. 361/2000 Sb. and MDS decree no. 30/2001 Coll. Driving on roads is generally on the right, and unless special circumstances prevent it, at their right edge. Exceptions are ordered by the relevant traffic sign.



For operation on ground communications in company premises applies further these modifications:

- The maximum driving speed on outdoor roads in the area is 15 km/h. In doing so, the permitted speed must be understood as a maximum limit, with the driver of each vehicle being obliged to adjust the speed driving circumstances especially construction status and nature terrestrial communication, distance, on which it has a view, the type of transported material and the situation arising in road traffic. The driver is obliged to reduce speed in time, or even to stop, if required by circumstances that he can foresee.
- Cargo vehicles must park on to to that reserved places

USAGE PERSONAL PROTECTIVE RESOURCES

1. Driver is always obligated to use at movement after throughout campus– including outdoor surfaces and communication, protective working foot wear and reflective vest.
2. Driver must wear suitable clothing.

RULES LOADS AND UNLOADING

3. Driver must vehicle stop on designated place and must to perform following activities:
 - turn off engine
 - vehicle brake
 - block steering wheel (if for example).

4. During loading and unloading must driver remain in proximity vehicle and always pay attention. The driver ensures the distribution of the load on the vehicle. The driver is always there responsible for proper securing vehicles against arbitrary movement e.g. braking, by wedging col vehicles etc.

5. The driver of the loaded vehicle is obliged to ensure that no one can be struck by the sides or rear end or by a loose load.

6. At loading or unloader vehicles must driver, as the case may be shipper, leave cabin vehicle and must participate in loading or unloading. The manager of loading and unloading, the driver of the VZV is obliged to discuss with the driver in advance the method of storing and distributing the load on the vehicle.

7. During loading, the forklift driver drives up to the vehicle on the instructions of the truck driver, and must have the fork with the material raised by the necessary handling clearance higher than the level of the relevant approaching part of the vehicle. After that, the forklift driver drives over the loading area of the vehicle with the loaded pallet in such a way that the vehicle is not damaged. Place the pallet with material on the vehicle in such a way that there are no impacts on the loading surface. After placing the pallet with refractory blocks on the loading area, the forklift driver also drives out of the area with maximum caution so as not to damage the vehicle. If it is necessary to straighten the pallet during storage, the driver steps onto the loading area and ensures its straightening in a suitable safe way (e.g. with a tool). When entering or exiting a forklift with a fork from the vehicle's loading area, the driver must retreat to a safe distance.

Designation of parking spaces

